

Appeals Form

This Form must be attached to your appeal made under the Appeal Rules of the University. It must remain attached throughout the whole process.

This form is for the use of students with regard to the following:

Coursework Awards

- a. Rule 2, Section 10 - Exclusion
- b. Rule 3, Section 16 - Appeal Against a Final Grade

Honours Awards

- c. Rule 5, Section 6 Class of Honours
- d. Rule 5, Section 7, Discontinuation of Enrolment
- e. Rule 5, Section 8, Readmission

Masters by Thesis Award

- f. Rule 7 Appeal Against Assessment of Completion of Confirmation Period
- g. Rule 7 Appeal Against Review of Progress Reports
- h. Rule 7 Appeal Against Decision not to Submit Thesis
- i. Rule 7 Appeal Against Additional Examination Requirements and Failure of Admission to the Degree
- j. Rule 7 Appeal Against Termination of Enrolment due to Special Circumstances or to Exceeding Maximum Tenure
- k. Rule 7 Appeal Against a Decision to Refuse Readmission After Termination
- l. Rule 7 Appeal Against Review of Progress Reports (Masters by Thesis Qualifier)
- m. Rule 7 Appeal Against Termination of Enrolment due to Exceeding Maximum Tenure (Masters by Thesis Qualifier)
- n. Rule 7 Appeal Against a Decision to Refuse Readmission After Termination (Masters by Thesis Qualifier)

Professional Doctorate Awards

- o. Rule 3 - Coursework component appeals
- p. Rule 8 Appeal Against Assessment of Completion of Confirmation Period
- q. Rule 8 Appeal Against Review of Progress Reports
- r. Rule 8 Appeal Against Decision not to Submit Thesis
- s. Rule 8 Appeal Against Additional Examination Requirements and Failure of Admission to the Degree
- t. Rule 8 Appeal Against Termination of Enrolment due to Special Circumstances or to Exceeding Maximum Tenure
- u. Rule 8 Appeal Against a Decision to Refuse Readmission After Termination

Lismore

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Doctor of Philosophy

- v. Rule 9 Appeal Against Assessment of Completion of Confirmation Period
- w. Rule 9 Appeal Against Review of Progress Reports
- x. Rule 9 Appeal Against Decision not to Submit Thesis
- y. Rule 9 Appeal Against Additional Examination Requirements and Failure of Admission to the Degree
- z. Rule 9 Appeal Against Termination of Enrolment due to Special Circumstances or to Exceeding Maximum Tenure
- aa. Rule 9 Appeal Against a Decision to Refuse Readmission After Termination
- bb. Rule 9 Appeal Against Review of Progress Reports (Doctor of Philosophy Qualifier)
- cc. Rule 9 Appeal Against Termination of Enrolment due to Exceeding Maximum Tenure (Doctor of Philosophy Qualifier)
- dd. Rule 9 Appeal Against a Decision to Refuse Readmission After Termination (Doctor of Philosophy Qualifier)

STUDENT CONTACT DETAILS (please print)

Name _____ Student ID _____

Name of Unit _____

Name of Course _____

Home Phone		Work Phone	
Mobile		Email	
Postal Address			

Please state here the Rule/s under which you (the student) are appealing (see above).

Please state here the grounds of appeal as per the relevant Rule.

CONTACTED BY STUDENT

- Some of these people **MUST** be contacted before you can proceed with your appeal.
- Please put NA if not relevant to your appeal.

Position	Have you contacted: yes/no	Name of person contacted	Type of contact: e.g. phone etc.	Date
SRC Student Advocate				
Unit Assessor				
Course Co-ordinator				
Chair of School/College Board				
Head of School/College or Director of Centre				
Supervisor (Honours and Research Higher Degree Students only)				
School Director of Research Training (or equivalent) (Research Higher Degree Students only)				
Secretary of Academic Board Appeals Committee				

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ADDITIONAL INFORMATION

Further Comments

Signed:

Date:

Student Name:

Students are encouraged to attach the following information to this form where relevant.

- a letter outlining the details of your query or appeal including dates of events
- medical certificate/s
- copies of your correspondence to staff of SCU regarding the issue
- copies of correspondence from the University regarding the issue
- any other relevant material, e.g. Unit Statement, marking criteria.

Attach this Form to your documentation and either:

1. send to:

Secretary of Academic Board Appeals Committee
Governance Services
Southern Cross University
PO Box 157
LISMORE NSW 2480
AUSTRALIA; or

2. Email to:

governance.services@scu.edu.au

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